Make the Case to Participate in the Iowa Science of Reading Summit!
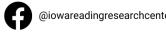
This guide will help you advocate for your participation in the Iowa Science of Reading Summit. With our template, you can demonstrate the value of the summit to your organization.

Step 1: Organize Your Goals

List your organization's top priorities:

1.

2.

3.

List your organization's top challenges:

1.

2.

3.

List your professional development goals:

1.

2.

3.

Identify beneficial opportunities (workshop topics, networking, keynote speaker):

1.

2.

3.

Step 2: Assemble a Budget

Use this table to keep track of the costs associated with attending the summit. Click the links to the summit registration platform to access more information regarding hotel pricing and registration cost.

Item	Cost
Summit Registration	$
Travel (airfare, train, mileage)	$
Hotel Accommodation	$
Local Transportation (rideshare from airport, etc.)	$
Meals Not Provided by Summit (registration includes breakfast and lunch on Monday and Tuesday)	$
Total Cost	$

Step 3: Prepare Your Pitch

Use the information you collected about participating in the summit to complete this template and present it to your supervisor or district for approval.

Dear _____,

The 2025 Iowa Science of Reading Summit takes place July 29–30 in Cedar Rapids, Iowa, and I'm writing to express my interest in participating on behalf of _____.

The summit offers sessions centered around the latest research, resources, and best practices in literacy instruction. I estimate the overall cost of attending as $_____, but the knowledge and resources I'll gain, as well as the connections I will make with other educators and literacy experts, are invaluable.

Upon my return, I plan to share what I learn with key staff so they too can benefit. I aim to gain more insight into the challenges faced by _____, including:

- _____
- _____
- _____

If there are other topics you would like me to focus on, I'm happy to share the program content with you so that we can plan how to maximize my time and our investment.

Thank you for considering this opportunity!

Sincerely,
[Your Name]